

## 2. Transitional Child Care (TCC)

Former Cash Assistance participants who have received Cash Assistance in at least one month in Arizona out of the last six months, and who need child care for employment are eligible for Transitional Child Care as outlined in this section. If there is an “other parent/responsible person” in the home, that person must also have an eligible activity or need.

### a. Eligibility and Verification Requirements

#### i. Employment of Former Cash Assistance Participants

- a) The applicant (or AzCCATS **Primary Person**) must need Child Care Assistance for employment and must have previously received TANF/Cash Assistance in order to be eligible for Transitional Child Care.
- b) If there is another parent/responsible person in the home, that person must also have an eligible activity or need for Child Care Assistance; it is not required that the eligible activity be employment. (Refer to **Eligible Activities/Need for Assistance** in the **Eligibility and Verification** section for a description of allowable activities/needs for Child Care Assistance.)

#### ii. Education/Training Activities with Minimum Work Requirement

Clients who attend allowable education/training activities are eligible for supplemental assistance to be covered under Transitional Child Care, provided the minimum work requirement and other eligibility criteria are met (refer to **Education/Training Activities with Minimum Work Requirement** for further information).

#### iii. Income Eligibility Requirements

Clients must meet income eligibility requirements to be eligible for TCC as described in **Family Size Determination** and **Income Eligibility Criteria** (refer to Child Care Assistance Income Eligibility Chart and Fee Schedule [CC-229] for income maximums and copayment/fee level assignment amounts).

#### iv. Request for Child Care Assistance within 6 months of Cash Assistance Case Closure

- a) The applicant/primary person for Child Care Assistance must be a former Cash Assistance participant and must apply for Child Care Assistance within six months after the Cash Assistance case closure date in order to be TCC eligible.

- b) To determine the case closure date or whether an applicant has an open Cash Assistance case for particular calendar months, the Specialist shall determine whether there are Cash Assistance start and end dates displayed on the AzCCATS *AZTECS Cash Assistance/Potential TCC Inquiry* (CP40) screen.
  - 1) The ***AF St Dt*** and ***AF End Dt*** fields on the AzCCATS CP40 screen reflect the start and end dates of Cash Assistance eligibility.
  - 2) The date entered into the ***AF St Dt*** field indicates the first day of Cash Assistance eligibility;
  - 3) The date entered into the ***AF End Dt*** field indicates the end date of Cash Assistance eligibility and the date of case closure;
  - 4) When the ***AF End Dt*** field is blank, this indicates that the Cash Assistance case remains in an open status.
- c) The Specialist shall access the AzCCATS *AZTECS Cash Assistance/Potential TCC Inquiry* (CP40) screen and locate the date displayed in the ***AF End Dt*** field;
- d) The application for Child Care Assistance must be received no more than 6 months after the date displayed in the ***AF End Dt*** field in the AzCCATS CP40 screen.

**NOTE:** This criterion is considered to have been met if the client **received** Child Care Assistance in the month of Cash Assistance closure.

v. Cash Assistance Case Status

- a) The client must have received Cash Assistance in Arizona in at least one month out of the last 6 months immediately preceding the application file date for Child Care Assistance.
- b) The Cash Assistance case must be in **CL** (closed), **RE** (application received), or **PE** (application pended) status per the ***AF Status*** field on the AzCCATS *AZTECS Cash Assistance/Potential TCC Inquiry* (CP40) screen (refer to AzCCATS CP40 screen print later in this section for the location of the ***AF Status*** field).
  - 1) If the AzCCATS CP40 screen displays **CL** status code in the ***AF Status*** field, the family may be eligible for TCC (as long as other eligibility criteria are met).

- 2) If the AzCCATS CP40 screen displays an **RE** or **PE** status code in the **AF Status** field, the Specialist shall approve TCC (if other criteria are met) and shall monitor the case, pending determination of the Cash Assistance application. The Specialist shall:
  - (a) Check the AzCCATS CP40 screen for case status within 45 days from the date the Cash Assistance application was filed; and
  - (b) Document in the case file (if the Cash Assistance case has been approved and the case status is **OP** or **RV**, the Specialist shall convert the case to Cash Assistance Employed Child Care; refer to **Cash Assistance Employed Child Care** for more direction).
- 3) If the case is in any other status, the family is not eligible for TCC. The Specialist shall explore eligibility for other programs.
- 4) Refugee Cash Assistance (RCA)
  - (a) The Refugee Cash Assistance (RCA) program is a short term (8 month maximum receipt from date of entry to the United States) cash assistance program dispersed by Family Assistance Administration to refugees resettling in the United States;
  - (b) This program is not funded by the TANF program, and clients receiving Refugee Cash Assistance are not eligible for TANF/Cash Assistance Child Care programs (Jobs Child Care, Cash Assistance Employed Child Care, and Transitional Child Care). Clients who received Refugee Cash Assistance:
    - (1) Will have TCC Eligible Start and End Dates displayed on the AzCCATS CP40 screen in the same manner as households with prior TANF/Cash Assistance involvements (it will appear as if the client is a prior TANF/Cash Assistance participant and is TCC eligible);
    - (2) Will be identified on the AZTECS *Case Profile Page 2* (CAP2) screen with the **RP** code in the **Program** field (adjacent to the **AF** code; see example below); and
    - (3) Are not eligible for Transitional Child Care.
  - (c) When the family begins receiving TANF/Cash Assistance and the **RP** indicator has been removed from the AZTECS CAP2 screen

and new TCC Eligible Start and End dates display on the AzCCATS CP40 screen, the family will be eligible for Transitional Child Care as long as all other eligibility criteria are met.

## EXAMPLE:

### AZTECS CAP2 SCREEN:

The "RP" code (when adjacent to the "AF" code) indicates that the client receives "Refugee Cash Assistance".

CAP2		CASE PROFILE - PAGE 2										030603 10:42	
CASE NAME: STONE, SAMMY		CASE NUMBER: 00999999										C	
LAST ACTION: INQUIR CAP1 060903		SIX MONTH REPORT: AF FS 0503											
		CASH DIV:											
BENEFIT	APP	PRORATE	RECEIVED	SIZE	TYPE	STATUS	DATE	RENEWAL	BEN/NOT	ON HOLD	CURRENT	MONTH	
AF RP	020103	010103	03	A1	CLOSED	011003	0403				0403		
FS	061802	011603	03	RE	OPEN	020703	0803				0703		
MA	050197	032703			OPEN	032703	0803				0703		
CLIENT		SSN	DOB	RL	SEX	AF	FS	MA-CAT	AF	FS	MA	ST S TY REF	
STONE, SAMMY		999088703	07247	PI	F	IN	IN	IN	31				
STONE, SELINA		999330369	072093	CH	F	IN	IN	OU					
STONE, JOSHUA		999475816	112094	CH	M	IN	IN	OU					
*-DEAUTHORIZED INTERVIEW COMPLETED? (Y/N): AF: Y FS: Y MA: Y CASE PROFILE REPORT REQUIRED? (Y/N): MORE CLIENTS? (Y/N): N NEXT-->													

## vi. Cash Assistance Participation Status of the Client

### a) Cash Assistance Participation Status Must Not Be Out (OU)

- 1) If the applicant for Child Care Assistance is coded out (OU) of the Cash Assistance grant per the AzCCATS CP40 screen, the household is not eligible for TCC. Adult household members requesting TCC must not be coded OU; any other participation status is acceptable for TCC, except as indicated below (refer to Exhibit H.1 for location of the Cash Assistance participation status code).
- 2) If the applicant is coded out and there is another parent/responsible person in the household who is **not** coded out (OU) of the Cash Assistance Grant, request that the other parent/responsible person submit the application for Child Care Assistance.

### b) When the Cash Assistance Participation Status is Disqualified (DI)

- 1) If the applicant or requester for Child Care Assistance is coded DI (disqualified) per the AzCCATS CP40 screen, the Specialist shall contact the CCA Policy Helpdesk for assistance in determining the reason;

- 2) If the **DI** code indicates “**ineligible noncitizen**”, the Specialist shall request verification of citizenship/legal residency status per CCA to determine eligibility.
- 3) “Ineligible noncitizens” for Cash Assistance may still be eligible for Child Care Assistance (Refer to ***General Eligibility Criteria/Citizenship/Legal Residency Status Requirement*** section for further instruction).

**vii. Eligible Children**

An eligible child does not need to be included in the Cash Assistance grant, but must be one of the following:

- a) The client’s natural, step, or adoptive children;
- b) *Other related children*, such as the client’s siblings, nieces, nephews, cousins, or grandchildren residing in the same household (for further instruction on determining allowable other related children, refer to ***Relative*** in the ***Eligible Applicants*** section);
- c) Children in foster care; and
- d) Children for whom the client has legal guardianship.

Refer to ***Legal Guardians*** in the ***Eligible Applicants*** section for further instruction regarding verification requirements.

**viii. Verification of Cash Assistance Household Composition**

The Specialist shall:

- a) Access the AzCCATS ***AZTECS Cash Assistance/Potential TCC Inquiry*** (CP40) screen in order to determine who is in the client’s household;
- b) Proceed to determine the relationship of all household members to the client in order to authorize eligible children for Child Care Assistance (refer to ***Eligible Children*** above for a description of eligible children);
- c) Screen print the AzCCATS CP40 screen and place in the case file, and shall process the information as outlined below.

- 1) The Specialist shall determine the relationship of each household member to the client by locating the relationship codes in the relationship column on the AzCCATS CP40 screen (refer to Exhibit H.1 for systems screen samples and Table 11 for a list of relationship codes).
- 2) For the client's natural, adoptive, or step children (coded **CH** or **SC** in the relationship field), verification of relationship is not required (regardless of whether the children are coded in or out of the Cash Assistance grant).
- 3) For the client's other related children (nieces, nephews, grandchildren, etc.) who have an **IN** participation status for Cash Assistance in the **AF Part** field, relationship has already been verified by the FAA/EI. No further action to verify relationship is required by the Specialist.
- 4) For the client's other related children who do *not* have an **IN** participation status for Cash Assistance in the **AF Part** field, relationship has **NOT** been verified by the FAA/EI. The Specialist shall verify relationship for any other related children who were not included in the Cash Assistance grant as described in *Verification of Relationship for Nonparent Relatives* in the *Eligible Applicants* section.
- 5) For foster children in the household (coded **FC** in the relationship field), verification of relationship is not required.
- 6) For unrelated children in the household (coded **NR** in the relationship field), verification of guardianship status is required (refer to *Legal Guardianship* in the *Eligible Applicants* section for guardianship verification requirements).
- 7) If the client has additional children in the household who are not displayed on the AzCCATS CP40 screen, the Specialist shall determine the relationship of each child to the client, and shall proceed with verification if required (refer to *Eligible Applicants* for further direction regarding when verification of relationship is required).

**TABLE 10:**  
**CASH ASSISTANCE PARTICIPATION CODE DESCRIPTION TABLE**

<b>Cash Assistance Participation Codes</b>	<b>Cash Assistance Participation Code Description</b>
<b>BC</b>	Benefit cap child
<b>CO</b>	Contact only; has not yet completed the interview process
<b>DE</b>	Disqualified - E & T
<b>DF</b>	Disq. fraud or noncoop w/ Cash Assistance
<b>DI</b>	Disqualified or excluded from the grant
<b>DP</b>	Deemed parent not in grant
<b>FC</b>	Foster care/ non household member
<b>IN</b>	In the grant
<b>OU</b>	Out of the grant
<b>SH</b>	Shelter: battered women/children
<b>SS</b>	SSI child
<b>ST</b>	Step parent (not in grant)
<b>TI</b>	Time limited
<b>UB</b>	Unborn child
<b>UM</b>	Unwed minor parent/child

Cash Assistance participation codes indicate the status of each individual in the Cash Assistance grant, and can be located on the AzCCATS CP40, AZTECS CAP2, CLPR, and PRIP screens.

**TABLE 11:**  
**CASH ASSISTANCE RELATIONSHIP CODE DESCRIPTION TABLE**

<b>Cash Assistance Relationship Codes</b>	<b>Cash Assistance Relationship Code Description</b>  <b>(Relationship to the primary informant has been verified by FAA for children coded “IN” the Cash Assistance grant)</b>
<b>PI</b>	Primary informant (Cash Assistance applicant)
<b>CH</b>	The applicant’s children
<b>SP</b>	The applicant’s spouse
<b>SC</b>	The applicant’s stepchildren
<b>ST</b>	The applicant’s spouse; stepparent to the applicant’s children
<b>UB</b>	The applicant’s unborn child
<b>GC</b>	The applicant’s grandchildren
<b>NN</b>	The applicant’s niece/nephew
<b>SB</b>	The applicant’s sibling (sister/brother)
<b>PA</b>	The applicant’s parent
<b>GR</b>	The applicant’s grandparent
<b>OR</b>	Other - related to the applicant
<b>FC</b>	Foster child
<b>NR</b>	Not related to the applicant
<b>AP</b>	Absent parent
<b>AS</b>	Alien sponsor to the applicant
<b>AU</b>	The applicant’s aunt/uncle
<b>CO</b>	The applicant’s cousin (first)
<b>EX</b>	The applicant’s ex-spouse
<b>NE</b>	Not established at registration
<b>SE</b>	Self (the applicant)

**AZTECS relationship codes indicate the relationship of each child in the household to the “primary informant” (or applicant). Relationship to the “primary informant” has already been verified by FAA for any children coded “IN” the Cash Assistance grant; however, relationship is NOT verified for Food Stamp participants. AZTECS relationship codes can be located on the AzCCATS CP40, AZTECS CAP2, CLPR, and PRIP screens.**



**TABLE 12:**  
**ELIGIBLE CHILDREN: ELIGIBILITY AND VERIFICATION REQUIREMENTS**

(For Jobs, Cash Assistance Employed, and Transitional Child Care)

Eligible Children	Cash Assistance Relationship Codes	Cash Assistance Participation Status	Further Verification Required?
Natural, Step, or Adoptive Children	<ul style="list-style-type: none"> <li>CH, SC</li> </ul>	<ul style="list-style-type: none"> <li>IN, OU, DI, BC</li> </ul>	No; verification of relationship is not required for the applicant's children.
Other Related Children (nieces, nephews, grandchildren, siblings, etc.)	<ul style="list-style-type: none"> <li>NN, GC, SB</li> </ul>	<ul style="list-style-type: none"> <li>IN</li> </ul>	No; FAA has already verified relationship.
		<ul style="list-style-type: none"> <li>OU or DI</li> </ul>	Yes; verification of relationship is required (FAA has <i>not</i> verified).
Foster Children	<ul style="list-style-type: none"> <li>FC</li> </ul>	<ul style="list-style-type: none"> <li>FC</li> </ul>	No; verification of relationship or other verification of foster care status is not required.
Unrelated Children	<ul style="list-style-type: none"> <li>NR</li> </ul>	<ul style="list-style-type: none"> <li>OU</li> </ul>	Yes; guardianship status must be verified.
Related Children who are not listed or displayed in AZTECS	N/A	N/A	Yes; either relationship (when the applicant is an allowable nonparent relative) or guardianship status must be verified.

## EXHIBIT H.1: TCC SYSTEM FIELD LOCATIONS

### 1. AzCCATS CP40 SCREEN:

Potential TCC indicator displays "Y".

TERM: XU33		ARIZONA CHILD CARE AUTOMATED TRACKING SYSTEM *		DATE: 06/04/03	
V6L CP40		AZTECS CASH ASSISTANCE / POTENTIAL TCC INQUIRY		TIME: 14:55:18	
CLIENT-ID 0007777777		CASE NUMBER 00006666		REF TRP	
AF STATUS CL		AF ST DT 06/20/2002		AF END DT 07/31/2002	
ASGR		POTENTIAL TCC		Y	
TCC ST DT 08/01/2002		TCC END DT 07/31/2004		CLOSE RSN EI	
NEW CLT	CLT	SSN	ID	SEX	DOB
TYPE	NAME	TYPE			
- DOLBY, PAT	P	987654321	0007777777	F	05/07/1956
- DOLBY, KIT	A	998765432	0007777776	F	05/10/1994
- DOLBY, KAT	A	999876543	0007777775	F	05/10/1994
END OF PRIMARY PROFILE GROUP					
Enter-PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24---					
CP04		CP06		CP13	

Start & End dates of most recent Cash Asst. eligibility

Cash Assistance Participation Status

Relationship to the Primary Informant

### 2. AZTECS CAP2 SCREEN:

CAP2		CASE PROFILE - PAGE 2		060903 10:42	
CASE NAME: STONE, SAMMY		CASE NUMBER: 00999999		C	
LAST ACTION: INQUIR		CAP1 060903		SIX MONTH REPORT: AF FS 0503	
BENEFT		APP		STATUS RENEWAL BEN/NOT CURRENT	
PROGRAM	PRORATE	RECEIVED	SIZE	TYPE	DATE
AF	080102	011603	02	A1	020703
FS	061802	011603	02	RE	020703
MA	050103	032703		OPEN	032703
CLIENT	SSN	DOB	RL	SEX	AF FS MA-CAT
STONE, SAMMY	999088703	072474	PI	F	DI
STONE, SELINA	999330369	072093	CH	F	IN
STONE, JOSHUA	999475816	112094	CH	M	IN
*DEAUTHORIZED INTERVIEW COMPLETED? (Y/N): AF: Y FS: Y MA: Y					
CASE PROFILE REPORT REQUIRED? (Y/N): MORE CLIENTS? (Y/N): N					

Cash Assistance Participation Status

Relationship to the Primary Informant

### 3. AZTECS CLPR SCREEN:

CLPR		CLIENT PROFILE		030603 14:19	
NAME/ALIASES		FAMILY BENEFIT		WORKER	
STONE, SAMMY		CAP PERIOD		-SYSTEM S-	
1: 0998-0803		2: :A:J:CU:O:M:		:Z:P:S:HT:A:	
3: Y Y Y Y Y		AHCCS ID:		TYPE: ALERT: S2	
CLIENT ID: 0002228968		SEX: F		S.S.N.: 999 08 8703	
VR: R		BIRTHDATE: 12241974			
PGM CAT S	CD	NUMBER	START	END	STAT CODE UT
01 AF	DI	0999999	050197	OP	130 C 20
02 AF	IN	0999999	080196	OP	130 C 20
03 FS	DI	0999999	050197	OP	130 C 20
04 FS	IN	0999999	061896	OP	130 C 20
05 MA	IN	0999999	050197	OP	130 C 20
07 AF	IN	0999999	070996	DE	130 C 20
08 AF	IN	0999999	061896	DE	130 C 20
09 MA	IN	0999999	060196	DE	130 C 20
10 AF	IN	0999999	060396	DE	130 C 20
TO INQUIRE ON A SPECIFIC PGM INVOLVEMENT, ENTER ITS SEQUENCE NUMBER:					

Relationship to the Primary Informant

Cash Assistance Participation Status

#### 4. AZTECS

##### PRIP SCREEN:

*Relationship to the Primary Informant* →

* INFO * END OF PERSON LIST									
PRIP PROGRAM INVOLVEMENT PERSON LIST 030703 13:43 WORKER									
CASE NUMBER: 00999999					SITE				
PGM: AF		OFF.: 999		ALERT:					
START: 050197		UNIT: 9		DEN/CLO:					
END:		CSLD: 99		STATUS: OP					
E P									
REL	PART	CT	START	END	S Q	TY	CLIENT NAME	BIRTHDT	SEX S.S.N.
01	PI	IN	050197				STONE, SAMMY	07241974	F 999088703
02	CH	IN	050197				STONE, SELINA	07201998	F 999330369
03	CH	IN	050197				STONE, JOSHUA	11201994	M 999475816

TO INQUIRE ON A SPECIFIC PERSON, ENTER HIS/HER SEQUENCE NUMBER:

*Cash Assistance Participation Status*

#### ix. TCC Eligibility Period

Clients may receive TCC benefits for 24 months following the date of Cash Assistance case closure as long as income eligibility and other eligibility criteria are met.

##### a) Verifying the TCC Eligibility Period

The Child Care Specialist shall verify the TCC eligibility period start and end dates by accessing and screen printing the AzCCATS *AZTECS Cash Assistance/Potential TCC Inquiry* (CP40) screen. Each of the following points shall be verified:

- 1) The AzCCATS CP40 screen will display a **Y** (for yes) code in the **Potential TCC** field;
- 2) The AzCCATS CP40 screen will display the TCC eligibility period start date in the **TCC St Dt** field;
- 3) The AzCCATS CP40 screen will display the TCC eligibility period end date in the **TCC End Dt** field.

b) When the Potential TCC Eligibility Period is not Reflected on the CP40:

- 1) In situations where a TCC client has re-applied for Cash Assistance and has been *denied*, the AzCCATS CP40 ***may not*** display current TCC eligibility information even though the client ***may still be TCC eligible***; these situations shall be verified with an inquiry into AZTECS (additionally, the Specialist shall contact the AzCCATS and Policy Helpdesks for assistance as needed).
- 2) After logging on to the system, enter *HAZT*, to access AZTECS;
- 3) To complete a search in AZTECS, select function 1 for Prior Contact Check from the main menu;
- 4) The following screen is the AZTECS *Client Inquiry* (CLIN) screen; to complete a client search type the client identification number;
- 5) Select the client from the AZTECS Client Inquiry Short List (CLIS) screen by entering the sequence number listed next to that client's name;
- 6) After selecting the client, the Specialist shall access the AZTECS Client Profile (CLPR) screen, which lists the individual program involvements and corresponding participation codes for that client. Screen print AZTECS CLPR and place in the case file.
- 7) The Specialist shall access the *Program Involvement Person List* (PRIP) screen, which lists the household members and corresponding participation codes for each member after entering the sequence number for the TCC program involvement (refer to the ***Eligibility and Verification Requirements*** section to verify program and participation status for the Assistance unit). Screen print the AZTECS PRIP screen and place in the case file as verification of Cash Assistance program and participation status.
- 8) If the inquiry into AZTECS indicates that the client had an active Cash Assistance case in at least one month out of the 6 months preceding the application file date and the client was not coded out of the grant (**OU**), the family may be TCC eligible (if other criteria as described in this section are met).

- 9) The TCC eligibility start date will be the date immediately following the most recent Cash Assistance case closure date displayed in AZTECS. The TCC eligibility end date will be 24 months from the TCC eligibility start date. The Specialist shall screen print the AZTECS screens used to verify the Cash Assistance case closure date and Cash Assistance participation status of the client.

**x. Duration of TCC Eligibility**

- a) Clients will continue to be eligible for TCC throughout the potential TCC eligibility period, as long as their Cash Assistance case status remains in a **CL**, **RE**, or **PE** status per the AzCCATS *AZTECS Cash Assistance/Potential TCC Inquiry* (CP40) screen, and as long as they continue to meet income and other TCC eligibility criteria.
- b) TCC clients whose cases close for **any** reason (e.g. failure to provide information, no eligible activity, excessive income) are eligible to resume the remainder of an existing 24 month TCC period, as long as they have not interrupted the TCC period by becoming a Cash Assistance participant (as described in the ***Interruption of the TCC Eligibility Period*** section below).

**xi. Interruption of the TCC Eligibility Period**

TCC clients who apply for and receive Cash Assistance at any point during the TCC eligibility period are ineligible to resume the remainder of any prior TCC period once the Cash Assistance case closes. Each time the client receives Cash Assistance, they must requalify for a new TCC period as prescribed in this section in order to be eligible.

# **EXHIBIT J:** **TCC ELIGIBILITY AND THE AzCCATS CP40 SCREEN:**

*Indicates the start and end dates of the most recent Cash Asst. eligibility period*

TERM: XU33 ARIZONA CHILD CARE AUTOMATED TRACKING SYSTEM      DATE: 03/06/03  
V6L CP40      AZTECS CASH ASSISTANCE / POTENTIAL TCC INQUIRY      TIME: 14:55:18  
C

CLIENT ID 0003915406      CASE NUMBER 00005412      REF TRP      DIVERSION

*Cash Asst. case status* → **AF STATUS CL**      **AF ST DT 06/20/1996**      **AF END DT 07/31/1996**      **CLOSE RSN VW** → *The Cash Assistance case closure reason*

*Cash Asst. assigned group codes* → **ASGR N**      **POTENTIAL TCC Y**      **TCC ST DT 08/01/1996**      **TCC END DT 07/31/1998** → *Start and end dates of the TCC eligibility period.*

NEW CLT TYPE	NAME	CLT TYPE	SSN	ID	SEX	DOB	REL	AF PART
-	DOLBY PAT	P	622500960	0003915496	M	05/07/1956	PI	IN
-	DOLBY KIT	A	543918416	0003918416	M	05/10/1994	GC	IN
-	DOLBY KAT	A	543918417	0003918417	M	05/10/1994	GC	IN
-								
-								
-								
-								

*The names of household members known to AZTECS* →

END OF PRIMARY PROFILE GROUP  
Enter-PF13- -PF14- -PF15-- PF16- -PF17- -PF18-- PF19- -PF20-- PF21-- PF22-- PF23-- PF24---  
CP04      CP06      CP13      CP41      PFKEY CP01

*Indicates relationship of the children in the household to the "PI" or applicant for Cash Asst.*

*Cash Asst. participation status; indicates who is included in the Cash Asst. grant.*

**b. Access to Child Care Assistance**

Applicants must apply for TCC within six months of the Cash Assistance case closure date (as displayed on the AzCCATS CP40 screen) and must complete the *Application for Child Care Assistance* (CC-001) form (refer to ***Application and Interview Process*** in the ***Access to Child Care Assistance*** section for further direction on application and interview process requirements).

**c. Family Size Determination**

The Specialist shall make a family size determination to determine income eligibility for TCC and to determine the fee level and copayment assignment (refer to ***Family Size Determination*** for further direction).

**d. Copayment/Fee Level**

The Specialist shall determine the fee level and assign the required copayment to the TCC family (refer to the ***Copayment/Fee Level Assignment*** and the *Child Care Assistance Income Eligibility Chart and Fee Schedule* (CC-229) for further direction when determining copayment/fee level).

- i. The DES assigned daily copayment for TCC is the minimum amount that the families are required to pay.
- ii. TCC families are also responsible for any provider charges above the DES reimbursement rate.
- iii. The Specialist shall also explain to the client that any additional charges billed to the client above what DES pays are the responsibility of the client.

**e. Approval of Child Care Assistance**

- i. The Specialist shall approve TCC when the family has met and verified all eligibility criteria for TCC.
- ii. The TCC client shall be notified of Child Care Assistance approval via the *Approval Notice* (CC-501) through the AzCCATS Bank of Notices (refer to ***Bank of Notices*** for further direction on the use of automated notices, and to ***Child Care Assistance Approval*** for direction on the approval process).

**NOTE:** If the family is TCC ineligible, the Specialist shall explore eligibility for other programs.

**f. Authorization of Child Care Assistance**

**i. Eligible Start Date**

- a) The start and end dates of the 24 month TCC eligibility period are displayed on the AzCCATS CP40 screen, and denote the potential eligibility period for TCC. The Specialist shall screen print the AzCCATS CP40 screen and place it in the case file.
- b) When establishing the *Eligible Start Date* on the AzCCATS *Household Eligibility Add/Update* (CP21) screen, for TCC, the CCA Specialist shall enter the date the application for Child Care Assistance was date stamped as received by the Department. The *eligible start date* on the AzCCATS CP21 screen cannot precede the start of the TCC period as listed on the CP40 screen.
- c) Determining The Eligible Start Date For An Active Client With A Current Application On File
  - 1) If there is an active CCA application on file **and** the service is ongoing, the TCC *eligible start date* is determined by the date the CCA Specialist becomes aware of the potential TCC eligibility.
  - 2) When converting the eligibility from a program without a DES required copayment to a program with a DES required copayment, the specialist shall allow at least 10 days for negative action notification before making the TCC eligibility change effective.

**EXAMPLE:**

The client is receiving Cash Assistance Employed Child Care (EA) and there is a CCA application already on file. The CCA Specialist:

- Receives an *ALERT* on Monday, 3/22 that the client's Cash Assistance is closing at the end of the month;
- Reviews and prints the clients CP40 screen to confirm that the client's Cash Assistance case is closed effective 3/31; and
- Sends *Notice of Change* on 3/22, allowing at least 10 days for notification of negative action.

In this example the TCC *eligible start date* as entered on the AzCCATS CP21 screen would be 4/2, due to the 10 day notice of negative action requirement.



**ii. Dates of Authorization**

- a) The authorization start date is the first date the client needs services to begin based on employment, but cannot precede the *eligible start date* on the AzCCATS CP21 screen.
- b) The authorization “start date” shall be entered on the AzCCATS *Purchase Service Add/Update* (CP08) screen in the **Start Date** field.

**iii. Setting the Review Date**

The review date shall always be set on a calendar month end date at six month intervals beginning with 6 calendar months from the current application date. Refer to **Case Review Process** section later in this section for further direction on reviewing TCC cases.

**a) New Applicants**

If TCC is being authorized for a new applicant, the CP21 *eligible start date* will be the date the application was date stamped as received by the department (but cannot precede the TCC eligible start date as displayed on the CP40). The review date will be set at 6 months from the CP21 *eligible start date*.

**b) Conversion of Ongoing Clients to TCC**

If TCC is being authorized for an ongoing client who **already has** an active application on file, the specialist shall convert the case to TCC eligibility effective the date the specialist becomes aware of TCC eligibility (i.e. after receiving an ALERT), or the date TCC eligibility is verified (if employment verification were needed to determine TCC eligibility, and was not already on file). The Specialist shall:

- 1) Complete an eligibility change to **TC** on the CP21 Screen without requesting a new application.
- 2) Update the CP21 screen with the TCC *eligible start date* (the date of discovery of TC eligibility, plus 11 days for mailing of the Notice of Change, if the change is a negative action based on the introduction of copayments); and
- 3) Enter the existing 6 month review date in the **review date** field (do **NOT** extend the review date to 6 months from the eligible start date).

- c) Reviews shall continue at least every 6 months during the TC period. (Refer to the ***Case Review Process*** in this section for additional information on completing TCC reviews.)

#### EXAMPLE:

A Cash Assistance participant submits an application for Child Care Assistance on 3/10/04 (for employment needs). The specialist approves the application for employment needs under Cash Assistance Employed Child Care (EA).

- The CP21 eligible start date for EA is 3/10/04
- The review date is set at 6 months from the application date (at the end of the calendar month) at 9/30/04.

On May 2, 2004, the specialist discovers that the Cash Assistance case has closed. Since a current application and earnings/employment verification are already on file, the specialist proceeds to convert the case to TCC as follows.

The specialist:

- Sends the client the Notice of Change (CC-503 or CC-511) on 5/2/04 indicating that the case will be converted to TCC effective 5/13/04, and establishing the fee level/copayment for the family;
- Enters 5/13/04 as the TC *eligible start date* on the AzCCATS CP21 screen; and
- Re-enters the previously existing 9/30/04 review date in the AzCCATS *review date* field.

The conversion to TCC is treated as a change; a new application is not required and the existing review date is not extended (but is re-entered in the review date field). The client will be reviewed during the next regularly scheduled redetermination period (on 9/30/04).

#### iv. Duration of Assistance

TCC families will remain eligible for TCC until the end date of the 24 month TCC eligibility period as long as they continue to meet income and other eligibility criteria as described in this section, and continue to cooperate with CCA to redetermine eligibility as requested.

v. Unit Authorization

The Child Care Specialist shall calculate the child care authorization amount based on the client's participation in verified eligible activities, including employment and eligible education/training activities when the minimum work requirement is met (refer to ***Education/Training Activities with Minimum Work Requirement*** for further direction on determining eligibility for education/training activities, and also to ***Units Calculation*** in the ***Authorization of Services*** section for direction on calculating the service authorization amount). The Specialist shall calculate the service authorization based on:

- a) The actual days and hours of participation in the eligible activity; and
- b) Travel time to and from the eligible activity.
- c) In a 2 parent family, the Specialist shall calculate the service authorization amount based on the time neither parent is available to care for the child based on an eligible activity or need.
- d) For school-aged children, the Specialist shall limit the service authorization to cover the need for before and after school care and school holidays and vacation periods only.

vi. AzCCATS Service Codes

The Specialist shall authorize the TCC eligibility period using the **TC** service code

a) The **TC** service eligibility code

- 1) The service eligibility code for up to 24 months of TCC eligibility is **TC** and shall be entered by the Specialist on the *Household Eligibility Add/Update* (CP21) screen.
- 2) AzCCATS will automatically insert **TC** in the **SVC Elig** field on the AzCCATS *Purchase Service Add/Update* (CP08) screen after the specialist has entered **TC** service eligibility code on the *Household Eligibility Add/Update* (CP21) screen.

b) The budget source code

The budget source code for the TCC program is **T** and is inserted in the **Bud Src** field on the AzCCATS *Purchase Service Add/Update* (CP08) screen by AzCCATS.

**g. Changes**

**i. Changes in Cash Assistance Case Status**

- a)** When the Cash Assistance case is no longer in a closed status (is no longer coded **CL**, **RE**, or **PE** per the AzCCATS *AZTECS Cash Assistance/Potential TCC Inquiry* (CP40) screen), and the client is receiving Cash Assistance (as denoted by an **OP** or **RV** status on the AzCCATS CP40 screen), the family is no longer TCC eligible.
- b)** The Specialist shall redetermine eligibility for other Child Care programs and shall request current verification of income and employment status; the Specialist shall:
  - 1)** Determine whether the client is receiving Cash Assistance per the AzCCATS CP40 screen;
  - 2)** Request verification of a continued eligible activity or need for services via the General Information Request/Notice of Closure (CC-500);
  - 3)** Redetermine eligibility for other child care programs if verification is received (if the client is employed, the Specialist should explore eligibility for Cash Assistance Employed Child Care);
  - 4)** Close the case in AzCCATS if verification is not received by entering an end date and end reason in the AzCCATS CP21 screen; and
  - 5)** Send the client the 10 day Notice of Action (CC-502) indicating the reason for ineligibility.

**ii. Changes in Cash Assistance Participation Status of the CCA Primary Person**

**a) When the Cash Assistance Participation Status Changes to Out (OU)**

If the TCC client who has been designated as the CCA “primary person” in AzCCATS is changed to **OU** (for out) participation status in the Cash Assistance grant, the family is no longer TCC eligible (unless there is another parent/responsible person in the household who is employed and who was NOT coded “out” (**OU**) when the Cash Assistance case closed). The Specialist shall determine eligibility for another child care program.

**b) When the Cash Assistance Participation Status Changes to Disqualified (DI)**

- 1) If the participation status changes to the **DI** (disqualified) code, the Specialist must contact the CCA Policy Helpdesk to determine the reason.
- 2) If the **DI** code indicates “ineligible noncitizen” status, the Specialist shall verify citizenship/legal residency status if it has not yet been verified by CCA (refer to ***Citizenship/Legal Residency Status Requirements*** of the ***General Eligibility Criteria*** section for further direction).
- 3) If the client does not meet CCA citizenship/legal residency status requirements, the family is ineligible for Child Care Assistance.

### iii. Changes in Employment Status

- a) When the client reports termination of employment for any adults included in family size, the Specialist shall:
  - 1) Verify the termination date and determine whether the family remains eligible for Child Care Assistance (whether there continues to be an eligible need for assistance).
  - 2) Determine whether the family is eligible for a gap in employment, and shall take appropriate action to continue, convert, or close the case (refer to ***Gaps in Employment*** in the ***Changes*** section for further instruction regarding processing changes, and authorizing gaps in employment coverage).
- b) When the client’s hours of employment change, the Specialist shall:
  - 1) Request verification of income and hours of employment; and
  - 2) Adjust the service authorization as appropriate (refer to ***Changes*** for further direction on processing changes).

### iv. Changes in Household Composition

When the TCC client reports that:

- a) The other parent/responsible person has returned to the home, the Specialist shall:
  - 1) Verify that the applicant *and* the other parent/responsible person both have an eligible activity or need for services;

- 2) Authorize services for the period of time that neither parent is available to care for the child due to an eligible activity or need for services;
  - 3) If one parent is available to provide care to the child, Child Care Assistance shall be terminated (refer to ***Negative Actions*** for further direction regarding closure reasons and negative action time frames).
- b) Another dependent child has returned to the household, the Specialist shall:
- 1) Determine eligibility for the new child;
  - 2) Determine whether the addition of the new child affects the family size and copayment/fee level assignments for the family (based on the increased family size and the age of the child); and
  - 3) Authorize TCC services if eligible (refer to ***Eligible Children*** above for further instruction on determining eligibility for children for whom services are being requested).

v. Changes in the TCC eligibility period

If there is a change to the previously established TCC eligibility period because a new TCC eligibility period has been established, the Specialist shall:

- a) Complete the next regularly scheduled review based on the original review date (There is no need to change the review date solely because a new TCC period has been established, overlapping the current TCC period.); and
- b) Screen print the AzCCATS CP40 screen and place in the case file as verification of the new TCC eligibility period.

**h. Case Review Process**

i. The Child Care Specialist shall:

- a) Review TCC eligibility using the standard case review process as prescribed in ***Case Review Process***;
- b) Review Transitional Child Care cases at least every 6 months and shall verify eligibility as outlined in this section;
- c) Conduct a case review to redetermine eligibility and update the service authorization;
- d) Continue the service authorization after:

- 1) The client provides the review application and all required verification as requested by CCA;
  - 2) Verifying income and continued employment for the most recent calendar month;
  - 3) Verifying in AzCCATS that:
    - (a) The family's Cash Assistance program status remains in a closed status per the AzCCATS CP40 screen.
    - (b) The primary person is not coded out (**OU**) of the Cash Assistance grant per the AzCCATS CP40 screen.
    - (c) The TCC eligibility dates have not expired, and are displayed on the AzCCATS CP40 screen. The AzCCATS CP40 shall be screen printed and placed in the case file.
- ii. Completion of the review during the final 6 months of the 24 month TCC eligibility period.

When the last review occurs during the final 6 months of the 24 month TCC eligibility period, it is possible that there will be less than 6 months of TCC eligibility remaining. In this situation, once the specialist has determined that the client remains TCC eligible through the review process, the specialist shall:

- a) Extend the **TC** eligibility on the CP21 screen through the 24 month TCC eligibility period end date. (Enter this date in the **Review Date** field on the CP21 screen.);
- b) Authorize services on the CP08 screen through the end of the TCC eligibility period.
- c) Return to the CP21 screen and enter the TCC eligibility period end date in the **End Date** field and **EC** (Eligibility Change) in the **End Reason** field.
- d) Enter an **eligible start date** for the new eligibility category (e.g. BW, BU, BT) effective the day after the TCC eligibility period end date; and
- e) Enter a **review date** in the CP21 screen that is 6 months from the current review date.
- f) Authorize Child Care Services under the new eligibility category on the CP08 screen through the end of the review period.

**EXAMPLE:**

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A TCC client is due for review on 6/30/04. 24 months of TCC eligibility for this client will expire on 8/31/04.

The client turns in their review application timely with all required verification, and will continue to be eligible for Child Care Assistance for employment needs.

The specialist approves Child Care Assistance for another 6 months, and proceeds to authorize services for 2 months under TC, and 4 months under BW for the upcoming 6 month eligibility period. The specialist:

- Extends the TC review date on the AzCCATS CP21 screen to 8/31/04;
- Authorizes services to 8/31/04 on the CP08 screen;
- Enters an eligibility end date of 8/31/04 for the TCC eligibility;
- Enters a BW eligible start date of 9/1/04 and a review date of 12/31/04 on the CP21 screen; and
- Authorizes services for the corresponding period (9/1/04 through 12/31/04) on the AzCCATS CP08 screen.

**iii. Conducting a case review in the final month of TCC eligibility**

If a case review occurs in the last month of TCC eligibility and it is not possible to complete the case review at least 10 days prior to expiration of the TCC eligibility period, and 10 day negative action procedures would result in services extending beyond the TCC expiration date. The Specialist shall:

- a) Redetermine eligibility for another child care program based on most recent verification in the case file and shall convert the case to the new child care program effective the day immediately following expiration of the TCC eligibility period.
- b) Update the eligibility and service authorization screens (CP21 and CP08), and send the client the Notice of Change (CC-503) to notify the client of any changes made to the case.

**iv. Refer to *Case Review Process* and *Bank of Notices* for more instruction on the automated redetermination process and the use of Automated notices when converting cases during the review period.**

**i. Conversion to Other Programs Outside the Review Period**

When the client is no longer eligible for TCC, the Specialist shall:

- i. Determine eligibility for other child care programs, and convert the case if appropriate; and



- ii. Send the client the *Notice of Change* (CC-503) to indicate the effective date of the eligibility change, and any other information regarding the service authorization that has changed (refer to *Bank of Notices* for further direction).

**j. Termination of TCC**

TCC shall be terminated when:

- i. The client's TCC eligibility period expires;
- ii. The client has reported that employment has been terminated (and the client is not eligible for a gap in employment);
- iii. The client is receiving Cash Assistance the Specialist shall explore eligibility for Cash Assistance Employed Child Care;
- iv. The client fails to cooperate with the review process;
- v. The family exceeds the maximum allowable income for TCC; and
- vi. The client no longer meets eligibility requirements for TCC as described in this section.

**NOTE:** Refer to *Negative Actions* section for a complete list of generic closure reasons.

**k. Notification Requirements**

The Specialist shall notify the TCC client in writing of any changes to the child care authorization in accordance with CCA policy as appropriate, based on the type of action being taken on the case (refer to *Bank of Notices* for more instruction on the AzCCATS automated notice process and *Negative Actions* and *Changes* for further instruction on CCA notification policy requirements for specific situations).

### 3. Block Grant Child Care Eligibility Determination

Families who meet income and other eligibility requirements are eligible for Block Grant Child Care as outlined in this section.

#### a. Eligibility and Verification Requirements

##### i. Employment

Clients who need Child Care Assistance for employment are eligible for Block Grant Child Care (refer to ***Definitions*** for a definition of employment and to ***Income Verification*** and ***Income Eligibility Criteria*** for verification procedures).

##### ii. Education/ Training Activities with Minimum Work Requirement

Clients who attend allowable education/training activities are eligible for supplemental Child Care Assistance for education/training activities under Block Grant Child Care, provided the minimum work requirement and other eligibility criteria are met (refer to ***Education/Training Activities with Minimum Work Requirement*** for further information).

##### iii. Teen Parents in Education/Training Activities

Teen parents are eligible for Child Care Assistance for education and training activities according to the following criteria:

- a) The teen parent is under age 20;
- b) The teen parent is attending high school, G.E.D. or E.S.O.L. classes, or remedial educational activities in pursuit of a high school diploma;
- c) Child Care Assistance for Teen Parents for the educational activities described in the section is not time limited. The teen parent shall continue to receive assistance for the educational activity if eligibility criteria are met and until the teen parent:
  - 1) Receives a diploma or certificate; or
  - 2) Attains the age of 20 years, whichever occurs first.
- d) If the teen parent attends post secondary educational activities (as a sole activity or in addition to high school equivalent activities or other eligible activity/needs), the Specialist shall follow eligibility criteria as outlined in ***Education/Training Activities with Minimum Work Requirement*** when

determining eligibility during the period of time the client spends participating in the post secondary educational activities.

- e) The Specialist shall authorize Child Care Assistance for actual class time; time between classes as determined by the Specialist; and travel time to and from school only.
- f) Correspondence courses, home study courses, and study time are not allowable educational activities for Child Care Assistance.
- g) Cash Assistance participants who have been sanctioned due to Jobs noncompliance are ineligible for Child Care Assistance for education and training activities in any month that a Jobs noncompliance sanction is applied to the Cash Assistance case, unless the education and training activities are Jobs approved.

**iv. Income Eligibility Requirements**

- a) Clients must meet income eligibility requirements for Block Grant Child Care as described in ***Family Size Determination*** and ***Income Eligibility Criteria***.
- b) Gross monthly income for an eligible family shall be within fee levels one through six per the *Child Care Assistance Income Eligibility Chart and Fee Schedule* (refer to *Child Care Assistance Income Eligibility Chart and Fee Schedule* [CC-229] for the allowable gross monthly income maximum for Child Care Assistance eligibility; refer to ***Income Eligibility Criteria*** for more information regarding countable and excluded income, income calculation and verification requirements).

v. Eligible Children

An eligible child must be one of the following:

- a) The client's natural, step, or adoptive children (verification of relationship is not required);
- b) *Other related children*, such as the client's siblings, nieces, nephews, cousins, or grandchildren residing in the same household (for further instruction on determining allowable other related children, refer to **Relative** in the **Eligible Applicants** section).

The relationship of the applicant to the other related children must be verified as outlined below:

- 1) If the family is known to the AZTECS system (and the client is a current or former Cash Assistance participant), verification may be obtained via the AzCCATS *AZTECS Cash Assistance/Potential TCC Inquiry* (CP40) screen (refer to Table 11 for relationship codes displayed in AZTECS screens, and Table 12.a for verification requirements and to Exhibit H for AZTECS and AzCCATS screen prints to verify relationship).
  - 2) If the client is listed as the **PI** (primary informant) in the Cash Assistance case, FAA has already verified relationship for all children coded **IN** the grant (the Specialist shall screen print the AzCCATS CP40 screen and place in the case file).
  - 3) If the family is not known to the AZTECS system or if the children in question are not coded **IN** the Cash Assistance grant, the Specialist shall use another method to verify relationship (refer to **Relatives** of the **Eligible Applicants** section for a complete listing of acceptable forms of verification of relationship).
- c) Children for whom the client has legal guardianship

Refer to **Legal Guardians** in the **Eligible Applicants** section for further instruction on verification requirements for children in guardianship.



**TABLE 10:**  
**CASH ASSISTANCE PARTICIPATION CODE DESCRIPTION TABLE**

<b>Cash Assistance Participation Codes</b>	<b>Cash Assistance Participation Code Description</b>
<b>BC</b>	Benefit cap child
<b>CO</b>	Contact only; has not yet completed the interview process
<b>DE</b>	Disqualified - E & T
<b>DF</b>	Disq. fraud or noncoop w/ Cash Assistance
<b>DI</b>	Disqualified or excluded from the grant
<b>DP</b>	Deemed parent not in grant
<b>FC</b>	Foster care/ non household member
<b>IN</b>	In the grant
<b>OU</b>	Out of the grant
<b>SH</b>	Shelter: battered women/children
<b>SS</b>	SSI child
<b>ST</b>	Step parent (not in grant)
<b>TI</b>	Time limited
<b>UB</b>	Unborn child
<b>UM</b>	Unwed minor parent/child

Cash Assistance participation codes indicate the status of each individual in the Cash Assistance grant, and can be located on the AzCCATS CP40, AZTECS CAP2, CLPR, and PRIP screens.

**TABLE 11:**  
**CASH ASSISTANCE RELATIONSHIP CODE DESCRIPTION TABLE**

<b>Cash Assistance Relationship Codes</b>	<b>Cash Assistance Relationship Code Description</b>  (Relationship to the primary informant has been verified by FAA for children coded “IN” the Cash Assistance grant)
<b>PI</b>	Primary informant (Cash Assistance applicant)
<b>CH</b>	The applicant’s children
<b>SP</b>	The applicant’s spouse
<b>SC</b>	The applicant’s stepchildren
<b>ST</b>	The applicant’s spouse; stepparent to the applicant’s children
<b>UB</b>	The applicant’s unborn child
<b>GC</b>	The applicant’s grandchildren
<b>NN</b>	The applicant’s niece/nephew
<b>SB</b>	The applicant’s sibling (sister/brother)
<b>PA</b>	The applicant’s parent
<b>GR</b>	The applicant’s grandparent
<b>OR</b>	Other - related to the applicant
<b>FC</b>	Foster child
<b>NR</b>	Not related to the applicant
<b>AP</b>	Absent parent
<b>AS</b>	Alien sponsor to the applicant
<b>AU</b>	The applicant’s aunt/uncle
<b>CO</b>	The applicant’s cousin (first)
<b>EX</b>	The applicant’s ex-spouse
<b>NE</b>	Not established at registration
<b>SE</b>	Self (the applicant)

**AZTECS relationship codes indicate the relationship of each child in the household to the “primary informant” (or applicant). Relationship to the “primary informant” has already been verified by FAA for any children coded “IN” the Cash Assistance grant; however, relationship is NOT verified for Food Stamp participants. AZTECS relationship codes can be located on the AzCCATS CP40, AZTECS CAP2, CLPR, and PRIP screens.**

**TABLE 12.a:**  
**ELIGIBLE CHILDREN: ELIGIBILITY AND VERIFICATION REQUIREMENTS**

(For Block Grant and Special Circumstances Child Care)

Eligible Children	Cash Assistance Relationship Codes	Cash Assistance Participation Status	Further Verification Required?
Natural, Step, or Adoptive Children	<ul style="list-style-type: none"> <li>CH, SC</li> </ul>	<ul style="list-style-type: none"> <li>IN, OU, DI, BC</li> </ul>	No; verification of relationship is not required for the applicant's children.
Other Related Children (nieces, nephews, grandchildren, siblings, etc.)	<ul style="list-style-type: none"> <li>NN, GC, SB</li> </ul>	<ul style="list-style-type: none"> <li>IN</li> </ul>	No; FAA has already verified relationship.
		<ul style="list-style-type: none"> <li>OU or DI</li> </ul>	Yes; verification of relationship is required (FAA has <i>not</i> verified).
Unrelated Children	<ul style="list-style-type: none"> <li>NR</li> </ul>	<ul style="list-style-type: none"> <li>OU</li> </ul>	Yes; guardianship status must be verified.
Related Children who are not listed or displayed in AZTECS	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	Yes; either relationship (when the applicant is an allowable nonparent relative) or guardianship status must be verified.



## EXHIBIT H:

## AzCCATS and AZTECS FIELD LOCATIONS

### 1. AzCCATS CP40 SCREEN:

TERM: XU33 ARIZONA CHILD CARE AUTOMATED TRACKING SYSTEM \* DATE: 06/04/03  
V6L CP40 AZTECS CASH ASSISTANCE / POTENTIAL TCC INQUIRY TIME: 14:55:18  
C

CLIENT-ID 0007777777 CASE NUMBER 00006666 REF TRP DIVERSION  
AF STATUS CL AF ST DT 06/20/2002 AF END DT 07/31/2002 CASE RSN VW

ASGR N POTENTIAL TCC Y TCC ST DT 08/01/2002 TCC END DT 07/31/2004

NEW CLT TYPE NAME	CLT TYPE	SSN	ID	SEX	DOB	REL	AF PART
- DOLBY, PAT	P	987654321	0007777777	F	05/07/1956	PI	IN
- DOLBY, KIT	A	998765432	0007777776	F	05/10/1994	GC	IN
- DOLBY, KAT	A	999876543	0007777775	F	05/10/1994	GC	IN
-							

END OF PRIMARY PROFILE GROUP  
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--  
CP04 CP06 CP13 CP41 PFKEY CP01

Start & end dates of  
most recent Cash  
Asst. eligibility

Cash Assistance  
Participation Status

Relationship to the Primary Informant

### 2. AZTECS CAP2 SCREEN:

CAP2 CASE PROFILE - PAGE 2 060903 10:42  
C

CASE NAME: STONE, SAMMY CASE NUMBER: 00999999  
SIX MONTH REPORT: AF FS 0503  
LAST ACTION: INQUIR CAP1 060903 CASH DIV:

PROGRAM	BENEFIT PRORATE	APP RECEIVED	SIZE	TYPE	STATUS	DATE	RENEWAL DUE DATE	BEN/NOT ON HOLD	CURRENT MONTH
AF	080102	011603	02	A1	OPEN	020703	0803		0703
FS	061802	011603	02	RE	OPEN	020703	0803		0703
MA	050102	032703			OPEN	032703	0803		0703

CLIENT	SSN	DOB	REL	SEC	AF	FS	MA	CAT	AF FS MA	ST S TY REF
STONE, SAMMY	999088703	072474	PI		DI				IN AF	
STONE, SELINA	999330369	072093	GC		IN				IN OU	
STONE, JOSHUA	999475816	112094	GC		IN				IN OU	

CASE PROFILE REPORT REQUIRED? (Y/N): NEXT-->

Cash Assistance  
Participation Status

Relationship to the Primary Informant

### 3. AZTECS CLPR SCREEN:

CLPR CLIENT PROFILE 060203 14:19  
FAMILY BENEFIT WORKER  
NAME/ALIASES CAP PERIOD --S Y S T E M S--  
STONE, SAMMY 1: 0998-0803 :A:A:J:C:U:O:M:  
2: :Z:P:S:S:I:T:A:  
3: Y Y Y Y Y

AHCCS ID: TYPE: ALERT: S2  
CLIENT ID: 0002228968 SEX: F S.S.N.: 999 08 8703 VR: R BIRTHDATE: 12241974  
E I PT CASE PART PART SITE DN/  
PGM CAT S CD NUMBER START END STAT CODE UNIT CSLD REL CL ALERT

01	AF	DI	00999999	050103		OP	130	C	20	PI	
02	AF	IN	00999999	080102	043003	OP	130	C	20	PI	
03	FS	DF	00999999	050103		OP	130	C	20	PI	
04	FS	IN	00999999	061802	043003	OP	130	C	20	PI	PR
05	MA	AF	00999999	050103		OP	130	C	20	PI	
07	AF	IN	00999999	070902	070902	DE	130	C	20	PI	EI
08	AF	IN	00999999	061802	061802	DE	130	C	20	PI	VW
09	MA	IN	00999999	060102	061502	DE	130	C	20	PI	
10	AF	IN	00999999	060302	060302	DE	130	C	20	PI	PI

TO INQUIRE SPECIFIC PGM INVOLVEMENT, ENTER ITS SEQUENCE NUMBER:

Relationship to the  
primary informant

Cash Assistance Participation Status

#### 4. AZTECS

##### PRIP SCREEN:

*Relationship to the  
primary informant*

```

* INFO *   END OF PERSON LIST
PRIP      PROGRAM INVOLVEMENT PERSON LIST      082503 13:43

CASE NUMBER: 009999999          SITE
PGM: AF      OFF.: 999          ALERT:
START: 050197  UNIT: 9          DEN/CLO:
END:          CSLD: 99          STATUS: OP

REL PART CT START END S Q TY CLIENT NAME  BIRTHDT SEX  S.S.N.
01 PT IN  050103          STONE, SAMMY  07241974 F  999088703
02 CH IN  050103          STONE, SELINA 07201998 F  999330369
03 CH IN  050103          STONE, JOSHUA 11201994 M  999475816

TO INQUIRE ON A SPECIFIC PERSON, ENTER HIS/HER SEQUENCE NUMBER:

```

*Cash Assistance Participation Status*

##### b. Access to Child Care Assistance

All applicants for Block Grant Child Care shall request Child Care Assistance by submitting the signed Application and Request for Child Care Assistance (CC-001) form (refer to ***Application and Interview Process*** in the ***Access to Child Care Assistance*** section for further direction on application and interview process requirements).

##### c. Interview Requirements

All Block Grant Child Care applicants are required to complete the interview process, although a face to face interview may not be necessary (refer to ***Application and Interview Process*** in the ***Access to Child Care Services*** section for further direction).

##### d. Family Size Determination

The Specialist must determine family size in order to determine income eligibility for Block Grant Child Care and to assign a fee level and copayment to the family (refer to ***Family Size Determination*** in the ***Eligibility Determination Process*** section for further direction on determining family size).

##### e. Copayment/Fee Level Assignment

The Specialist shall assign a fee level and copayment to the Block Grant family based on gross monthly income and family size (refer to ***Copayment/Fee Level Assignment*** and the Child Care Assistance Income Eligibility Chart and Fee Schedule (CC-229) for further direction when determining copayment/fee level).

- i. The DES assigned daily copayment for Block Grant is the minimum amount that the families are required to pay.
- ii. Block Grant families are also responsible for any provider charges above the DES reimbursement rate.
- iii. The Specialist shall also explain to the client that any additional charges billed to the client above what DES pays are the responsibility of the client.

**f. Priority Waiting List Procedures**

- i. The Department receives a fixed amount of federal funds annually for Child Care. There may not be sufficient funds to consistently provide Child Care Assistance to all families who are eligible.
- ii. When sufficient funds are not available to provide assistance to all Block Grant Child Care clients, new applicants shall be placed on a Priority Waiting List until sufficient funds become available (See Priority Waiting List instructions in the *Priority Waiting List Procedures* Section).

**g. Approval of Child Care Assistance**

- i. The Specialist shall approve Block Grant Child Care when the family has met and verified all eligibility criteria (and the Specialist has determined that the family is not eligible for Jobs, Cash Assistance Employed, or Transitional Child Care).
- ii. The Specialist shall send the Approval Notice (CC-501) through the AzCCATS Bank of Notices (refer to *Bank of Notices* for further direction on the use of automated notices, and to *Child Care Assistance Approval* for direction on the approval process).

**h. Authorization of Child Care Assistance**

**i. Eligible Start Date**

The “eligible start date” is the date of application for Child Care Assistance; the Specialist shall enter this date in the *eligible start date* field in the AzCCATS *Household Eligibility Add/Update* (CP21) screen.

**ii. Dates of Authorization**

- a) The authorization start date is the first date the client needs services to begin based on participation in an eligible activity, but cannot precede the application date.
- b) The authorization start date shall not precede the “eligible start date” and the “fee level start date” on the Household Eligibility Add/Update (CP21) screen; the “eligible start date” shall be entered on the AzCCATS *Purchase Service Add/Update* (CP08) screen.

**iii. Setting the Review Date**

The Specialist shall set the review date on a calendar month end date no more than six months from the date the application was received by the Department. Refer to ***Case Review Process*** later in this section for further direction regarding the review process.

**iv. Duration of Assistance**

Block Grant clients will continue to be eligible for Block Grant Child Care as long as they continue to meet all eligibility criteria, and as long as they continue to cooperate to redetermine eligibility as requested.

**v. Unit Authorization**

The Child Care Specialist shall calculate the child care authorization amount based on the client’s participation in verified eligible activities, including employment and eligible education/training activities when the minimum work requirement is met (refer to ***Education/Training Activities with Minimum Work Requirement*** for further direction on determining eligibility for education/training activities, and also to ***Units Calculation*** in the ***Authorization of Services*** section for direction on calculating the service authorization amount). The Specialist shall calculate the service authorization based on:

- a) The actual days and hours of participation in the eligible activity; and
- b) Travel time to and from the eligible activity.
- c) In a 2 parent family, the Specialist shall calculate the service authorization amount based on the time neither parent is available to care for the child based on an eligible activity or need.
- d) For school-aged children, the Specialist shall limit the service authorization to cover the need for before and after school care only and for times when school is not in session.

vi. AzCCATS Service Codes

a) The service eligibility code

- 1) The service eligibility code for the Block Grant Child Care program is determined by the specific need for Child Care Assistance as noted in Table 16 below:

**TABLE 16:**  
**BLOCK GRANT CHILD CARE SERVICE ELIGIBILITY CODE TABLE**

Service Eligibility Code:	Eligible Activity/Need
<b>BW</b> <b>(Block Grant/Work)</b>	Employment Activities, or Employment and Education/Training Activities (when the 20 hour work requirement is met)
<b>BT</b> <b>(Block Grant/Teen Parents)</b>	Teen Parent Participating in Education/Training Activities (high school G.E.D., E.S.O.L. or remedial educational activities in pursuit of a high school diploma)

- 2) The Specialist shall enter the service eligibility code for Block Grant Child Care prior to authorization of Child Care Assistance in the following screens:
  - (a) ***Household Elig*** field on the AzCCATS *Household Eligibility Add/Update* (CP21) screen;
  - (b) ***SVC Elig*** field on the AzCCATS *Purchase Service Add/Update* (CP08) screen.

b) The budget source code

The budget source code for the Block Grant Child Care program is **B** and shall be entered in the ***Bud Src*** field on the AzCCATS *Purchase Service Add/Update* (CP08) screen prior to authorization of Block Grant Child Care.

i. **Changes**

i. Changes in Employment or Education/Training Status

- a) When the client is no longer employed, the Specialist shall determine whether the client is eligible for a gap in employment (refer to ***Gaps in Employment*** in the ***Changes*** section for further direction, and refer to ***Changes*** for further instruction on redetermining eligibility when the client changes participation in an eligible activity). If the client is not eligible for a gap in employment, the Specialist shall:
- 1) Stop the service authorization after sending the 10 day *Notice of Action* (CC-502) indicating the reason for ineligibility;
  - 2) Request verification of a continued eligible activity or need for services via the *General Information Request/Notice of Closure* (CC-500), ***if*** the client responds to the *Notice of Action* (CC-502) and reports a continued eligible activity/need for service;
  - 3) Redetermine eligibility for other child care programs if verification is received;
  - 4) Close the case in AzCCATS if verification is not received by entering an end date and end reason in the AzCCATS CP21 screen;
  - 5) If verification is received and the client is determined ineligible, extend (and stop) the service authorization to coincide with the 10 day negative action date after sending an additional 10 day *Notice of Action* (CC-502) indicating the reason for ineligibility.
- b) When the client is receiving Child Care Assistance for education/training activities and has a change in the education/training schedule, the Specialist shall refer to ***Changes*** in the ***Education/Training Activities with Minimum Work Requirement*** section for further direction.

- c) When a teen parent receiving assistance for education/training:
- 1) Begins a post secondary educational activity, or attains the age of 20 years, the teen parent is no longer eligible for the Block Grant/Teen Parent program.
  - 2) The Specialist shall redetermine eligibility based on the criteria outlined in ***Education/Training Activities with Minimum Work Requirement***, and convert the case to the appropriate work-related program if the client is eligible. The Specialist shall:
    - (a) Request verification of a continued eligible activity or need for services, and/or verification that the 20 hour work requirement is being met via the General Information Request/Notice of Closure (CC-500).
    - (b) Shorten the authorization on the AzCCATS CP08 screen to reflect the 10 day deadline indicated in the General Information Request/Notice of Closure (CC-500).
    - (c) Redetermine eligibility for other child care programs if verification is received. If the client remains eligible, send the client the Notice of Change (CC-503) and reauthorize assistance in AzCCATS.
    - (d) Close the case in AzCCATS if verification is not received by entering an end date and end reason in the AzCCATS CP21 screen.
    - (e) If verification is received and the client is determined ineligible, extend and stop the service authorization to coincide with the 10 day negative action date after sending the 10 day Notice of Action (CC-502) indicating the reason for ineligibility.

ii. Changes in Household Composition

When the Block Grant client reports that:

- a) The other responsible adult has returned to the home, the Specialist shall:
- 1) Request verification that the applicant *and* the other responsible person have an eligible activity or need for services, and verification of income received by the other responsible person via the General Information Request/Notice of Closure (CC-500);

- 2) Authorize services for the period of time that neither parent is available to care for the child due to an eligible activity or need for services (refer to ***Unit Calculations*** in the ***Authorization of Services*** section for further instruction on determining number of eligible units);
- 3) If one parent is available to provide care to the child, Child Care Assistance shall be terminated (refer to ***Negative Actions*** section for further direction regarding closure reasons and negative action time frames).
- b) Another dependent child has returned to the household, the Specialist shall determine eligibility for Block Grant Child Care for the new child (refer ***Eligible Children*** for further discussion on determining eligibility for children needing care).

**j. Case Review Process**

- i. The Specialist shall review Block Grant Child Care cases at least every 6 months, or sooner based on worker discretion;
- ii. The Specialist shall review Block Grant eligibility using the standard case review process as prescribed in ***Case Review Process***;
- iii. The Child Care Specialist shall verify eligibility as outlined in this section and shall continue the service authorization after:
  - a) The client provides a completed, signed and dated review application and all required verification as requested by CCA;
  - b) Verifying income, continued participation in an eligible activity/need for the most recent calendar month for all adults included in family size, and any other pertinent eligibility factors;
  - c) Determining continued eligibility for Block Grant Child Care; and
  - d) Sending the client the *Approval Notice* (CC-501) to indicate any information regarding the service authorization.

**NOTE:** Refer to ***Case Review Process*** and ***Bank of Notices*** for more instruction on the automated redetermination process and the use of automated notices when converting cases during the review period.



**k. Conversion to Other Programs Outside the Review Period**

When the Specialist determines that the client is no longer eligible for Block Grant Child Care, the Specialist shall:

- i. Redetermine eligibility for other child care programs according to the CCA established Order of Priority for service (refer to ***Order of Priority for Service*** in the ***Eligibility Determination Process*** section for further instruction);
- ii. Convert the case if appropriate; and
- iii. Send the client the *Notice of Change* (CC-503; or the *Approval Notice* (CC-501) if the change occurs as part of the review process) to indicate the effective date of the eligibility change, and any other information regarding the service authorization that has changed (refer to ***Changes*** and to ***Bank of Notices*** for further direction).

**l. Termination of Child Care Assistance**

Block Grant Child Care shall be terminated when:

- i. The client is no longer employed and has no other eligible need or activity (and is not eligible for a gap in employment);
- ii. The teen parent is no longer attending allowable educational activities and has no other eligible activity or need for assistance;
- iii. The client fails to cooperate with the review process;
- iv. The family exceeds the maximum allowable income for Child Care Assistance;
- v. The client no longer meets eligibility requirements for Block Grant as described in this section.

**NOTE:** Refer to ***Negative Actions*** for a complete list of generic closure reasons.

**m. Notification Requirements**

The Specialist shall notify the Block Grant Child Care client in writing of any changes to the child care authorization in accordance with CCA policy as appropriate, based on the type of action being taken on the case (refer to ***Bank of Notices*** for more instruction on the AzCCATS automated notice process and ***Negative Actions*** and ***Changes*** for further instruction on CCA notification policy requirements for specific situations).